



Information Officer: Arts Services

Salary Scale: \$57,488 to \$69,324
Competition # 4601

Status: Regular Fulltime
Deadline to apply: July 9, 2009

About the Canada Council

Join our team and play a role in supporting Canadian creativity. The Canada Council is a dynamic, highly-respected national agency with a mandate to promote the study and enjoyment of, and production of works in, the arts. We offer competitive salaries and an extensive benefit package.

About the job

The role of the Information Officer is considered to be front line as it is often the first contact between the arts community, the public and the Canada Council for the Arts. As an Information Officer responsible for coordinating the publication (print and web) of information about the Canada Council's grant programs, you will play a lead role in the planning, preparation and delivery of program documentation, guidelines and forms. You will also participate in outreach activities to ensure access for professional Canadian artists to Canada Council programs and services, post and update grants and prizes program information on the Canada Council web site and respond to general enquiries. You will also serve as a key resource for staff responsible for grant programs seeking guidance on the writing and presentation of program information.

The ideal candidate is fluently bilingual (English and French) and has:

- ♦ A university degree in communications, arts administration or equivalent experience in an arts related environment;
- ♦ Excellent communications and organizational skills as well as excellent writing and editing skills (for both print and internet);
- ♦ Five years' experience directly related to the principal responsibilities of the position;
- ♦ Knowledge of the diversity of cultural practices in Canada, including Aboriginal arts practices;
- ♦ Excellent interpersonal, leadership, time management and problem solving skills.

How to apply

- ♦ Complete the Application for Employment form
<http://www.canadacouncil.ca/aboutus/employment/rr127237563301718750.htm>
- ♦ Send the form, with your resume by July 9th
- ♦ Quote the competition number 4601
- ♦ Send to Roch Brunelle, Human Resources, Canada Council for the Arts

By email: competition1@canadacouncil.ca

By fax: 613.566.4323

By mail: 350 Albert Street, P.O. Box 1047, Ottawa, Ontario, K1P 5V8

*We thank all applicants for their interest; those selected for an interview will be contacted on **July 13th 2009**. Interviews for this position will be held on **July 16, 2009**.*

Prior to the retirement of the present incumbent, the successful candidate will have to anticipate a one week training starting August 10, 2009.



Canada Council
for the Arts

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We value diversity in our workforce and encourage candidates to self-identify as members of the following designated groups: women, visible minority, aboriginal peoples and persons with disabilities. *Accommodation is available to all candidates retained for further assessment.*